

Personal Development Plan

Name Anna Price – Period April 2017 to March 2018

Development Need Identified	Development Objective/s	Method	By Whom	By When	Review
To develop knowledge and skills of supervisory management	To be able to manage the team effectively and confidently	Complete ILM level 3 Award in Management Coaching by line manager	AP via Corp Training Team AP and MJ	Commence course on 1st July, Coaching will be on-going	On-going reviews through course and at end
Learn new data control system IBRO	To be able to input and update data accurately and in accordance with policy and procedures	In-house training	AP via IBRO service providers	20th July	Data checking and review one month post course
Develop Project Management skills	To be able to manage projects within the dept, particularly the emergency action plan	Attend corporate project management course Coaching by line manager	AP via Corp Training Team AP and MJ	Next available course	Post course review and on – going progress reviews
Develop meeting skills	To be able to contribute more effectively to regional meetings and represent the dept at these	Shadow line manager and coaching by line manager	AP and MJ	April and July meetings On-going coaching	On-going reviews
Learn how to complete budget monitoring	In order to be able to complete monthly reports accurately	One-to one training with budget monitoring office in finance department	AP and Carl Jenkins	23rd April	Post training review, and report checking one month post course